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 UNCLASSIFIED CONFIDENTIAL SECRET

# OFFICIAL ROUTING SLIP

| TO | NAME AND ADDRESS                 | DATE | INITIALS |
|----|----------------------------------|------|----------|
| 1  | Director of Central Intelligence | 3/16 | WEC/jff  |
| 2  | Mr. Iams                         |      |          |
| 3  |                                  |      |          |
| 4  |                                  |      |          |
| 5  |                                  |      |          |
| 6  |                                  |      |          |

|                                      |                                       |   |
|--------------------------------------|---------------------------------------|---|
| <input type="checkbox"/> ACTION      | <input type="checkbox"/> DIRECT REPLY | <input type="checkbox"/> PREPARE REPLY  |
| <input type="checkbox"/> APPROVAL    | <input type="checkbox"/> DISPATCH     | <input type="checkbox"/> RECOMMENDATION |
| <input type="checkbox"/> COMMENT     | <input type="checkbox"/> FILE         | <input type="checkbox"/> RETURN         |
| <input type="checkbox"/> CONCURRENCE | <input type="checkbox"/> INFORMATION  | <input type="checkbox"/> SIGNATURE      |

## Remarks:

Proposed letter of instruction to Comptroller.

*Let's discuss*

*[Signature]*

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| FROM: NAME, ADDRESS AND PHONE NO. | DATE        |
|-----------------------------------|-------------|
| John D. Iams, Comptroller JDS     | 14 MAR 1974 |

CONFIDENTIAL 74-3246

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| Executive Registry |
| 74-3246            |

14 MAR 74

MEMORANDUM FOR: Comptroller

SUBJECT: Letter of Instruction

1. As Comptroller, you are responsible to me for an overview of the Agency's resource planning and control activities. These include planning guidance, program analyses and evaluation, budget preparation and support, the development of resource management systems and coordination with OMB on all matters concerning resource management. In addition, I expect you to sit as a regular member of the Agency Management Committee and provide support to it and to the Secretary of the Committee on resource and planning issues.

2. Beyond these regular duties, I expect you to do the following during the coming year:

Agency Financial Management

a. Develop better methods of finding unused component funds which may be needed for more general Agency use.

b. Reexamine the purpose and format of the monthly Comptroller meeting in order to increase the usefulness of these meetings to highlight trends to the Agency's management.

Management Committee

c. Working with the Secretary, develop better methods to present policy issues to the Committee for recommendations. This requires you to take the lead in identifying such issues and presenting them in an unbiased way.

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Agency Objectives

d. Clear up the relationship between Agency objectives and evaluation (Agency MBO system) and those of the Community. Present this to me and the Management Committee.

e. Continue the development of MBO and the resource package as basic tools of Agency management.

f. Work out procedures to follow a selected number of Agency objectives on a continuing basis.

Annual Report

g. Improve the Annual Report to cut down on boilerplate material; improve Agency inputs to the Supplement to the Annual Report and focus it more directly on the Agency objectives.

Planning

h. Arrange for a systematic consideration of the probable future requirements and resource environment of the Agency.

Personnel Levels

i. With the Associate Deputy Directors and the Director of Personnel, present to me by 1 May recommendations for an orderly reduction of the Agency's staff strength to  by the end of FY 1975. 7000

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Management

j. Prepare for Management Committee review and my approval a set of revised regulations which reflect the distribution

of authorities formerly exercised by the Executive Director-  
Comptroller and which incorporate those elements of the Program  
Execution Procedure which should remain in force.

W. E. Colby  
Director